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ABSTRACT

Limited to books, this bibliography and union catalog list of the library holdings of 27 Oregon academic, public, government, and special libraries is a selection of resource materials intended to be representative of the concerns of librarians responsible for the management of special libraries and information centers. Organized by subject and including author and title indexes, the bibliography includes works on general library management, archives and rare books, the arts, business, churches and synagogues, government documents, the handicapped, health sciences, law and corrections, maps, minorities, newspapers, nonprint materials, nursing homes, science and industry, and urban planning. Information is also provided on the Oregon Special Library Association consultation service and interlibrary loan. (RAA)

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MANAGING SPECIAL LIBRARY COLLECTIONS

A BIBLIOGRAPHY AND OREGON UNION LIST

Compiled by

Marcia Buser-Molatore
Precision Castparts Corporation

OREGON CHAPTER
SPECIAL LIBRARIES ASSOCIATION

January 1981

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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PREFACE

INTRODUCTION

Managing Special Library Collections: A Bibliography and Oregon Union List was compiled for use by the Oregon Chapter Special Libraries Association's Consultation Service.

Special Libraries Assocation is a national association of more than 11,500 librarians and other information professionals in industry, business, research, educational and technical institutions.

SLA CONSULTATION SERVICE

The SLA Consultation Service is offered by members as a professional courtesy to organizations with information handling problems. The Consultation Chairperson assigns an SLA member knowledgeable in the requesting organization's field to provide up to one day of consultation without charge. The SLA consultant can assist the organization in using local and national information resources, or in developing its own information center or special library.

Oregon businesses, agencies, institutions or museums can obtain more information on the SLA Consultation Service by contacting:

Marcia Buser-Molatore
Precision Castparts Corporation
4600 S.E. Harney Drive
Portland, OR 97206
(503) 777-3881

ACKNOWLEDGEMENTS

The compiler would like to thank each individual at the participating libraries who checked their holdings and made the union list possible.

Special gratitude goes to Jean Seay, Portland Public Schools Professional Library, and Julie Kawabata, Information Enterprises, for their editorial assistance, contributions, and enthusiastic support. In addition Julie contributed the author and title index and Jean took responsibility for having the final typing done. Their assistance is greatly appreciated.

Heather Rosenwinkel, University of Oregon Health Sciences Center, generously donated her time and OCLC terminal for bibliographic verification of the entries.

Finally, the compiler would like to acknowledge her own employer, Precision Castparts Corporation, for cooperation and support during the compilation of this bibliography.

CRITERIA FOR INCLUSION

Entries in the bibliography are limited to books. Journal literature on the subject of managing special libraries and information centers can be accessed through Library Literature, Library and Information Science Abstracts or indexes in specific subject fields such as Engineering Index or Business Periodicals Index. Guides to the literature are not included here as this area has received adequate coverage in Guide to Reference Books, 9th edition, compiled by Eugene P. Sheehy, and its supplements.

This bibliography is not intended to be exhaustive in the area of library management, but is intended to be representative of the concerns of most special librarians. Entries reflect recommendations of the participating libraries, although some titles which are not in those collections are included in the bibliography.

Libraries participating in the union list are those with members in the Oregon Chapter, Special Libraries Association. There is one exception, the Library Association of Portland, which is included because it is one of the largest libraries in Oregon and serves metropolitan Portland's business community.

INTERLIBRARY LOANS

Any bonafide library complying with ALA guidelines for interlibrary loans may request a book from the libraries participating in this union list. Individuals and organizations may borrow books directly only when they are already qualified patrons of that library. Otherwise they should request the books through their local public library--which can arrange to borrow desired books via interlibrary loan.

CALL NUMBERS

Some entries show no call number following the library code. If no call number is shown for the Oregon State Library, that indicates the book is on order. Otherwise, some libraries do not assign Dewey or LC classification numbers to books; other numbers could not be verified. If there is any question, please contact the library indicated.

ADDRESSES OF PARTICIPATING LIBRARIES

Bonneville Power Administration
U.S. Dept. of Energy
P.O. Box 3621
Portland 97208
(OR BPA)

Crown Zellerbach Corporation
Central Research Library
349 N.W. 7th
Camas, WA 98607
(WA CZ)

Emanuel Hospital
Health Sciences Library
2801 N. Gantenbein
Portland 97227
(OR PEH)

Eugene Register-Guard
News Library
P.O. Box 10188
Eugene 97440
(OR RG)

Hewlett-Packard Corp.
Library
1000 N.E. Circle Blvd.
Corvallis 97330
(OR HP)

Lamb-Weston Library
P.O. Box 23517
Portland
(OR LAMB)

Library Association of Portland
801 S.W. 10th Avenue
Portland 97205
(OR P)

Northwest Regional Educational
Laboratory
Information Center/Library
300 S.W. 6th Avenue
Portland 97204
(OR LAB)

Oregon Graduate Center Library
19600 N.W. Walker Road
Beaverton 97006
(OR BG)

Oregon Institute of Technology
Library
Oretech Branch P.O.
Klamath Falls 97601
(OR KT)

Oregon Regional Primate Research
Center Library
505 N.W. 185th Avenue
Beaverton 97006
(OR BP)

Oregon State Library
State Library Bldg.
Salem 97310
(OR)

Oregon State University
William Jasper Kerr Library
Corvallis 97331
(OR CS)

Pacific Power and Light Co.
Library
Public Services Bldg.
Portland 97204
(OR PPL)

Pacific University Library
College Way
Forest Grove 97116
(OR FP)

Portland General Electric Co.
Library
121 S.W. Salmon Street
Portland 97204
(OR PGE)

Portland Public Schools
Professional Library
P.O. Box 3107
Portland 97208
(OR PPS)

Portland State University
Library
P.O. Box 751
Portland 97207
(OR PS)

Precision Castparts Corp.
Technical Information Center
4600 S.E. Harney Drive
Portland 97206
(OR PCP)

Radar Companies
Information Center
6005 N.E. 82nd Avenue
Portland 97220
(OR RAD)

Spears, Lubersky, Campbell &
Bledsoe
Law Library
800 Pacific Bldg.
Portland 97204
(OR SPEARS)

Tektronix, Inc.
Corporate Library
P.O. Box 500/MS50-210
Beaverton 97077
(OR BT)

U.S. Environmental Protection
Agency Library
Corvallis Environmental Research Station
200 S.W. 35th Street
Corvallis 97330
(OR ESB)

University of Oregon
Library
Eugene 97403
(OR U)

University of Oregon Health
Sciences Center Library
P.O. Box 573
Portland 97207
(OR U-M)

University of Portland
Wilson W. Clark Memorial Library
P.O. Box 03017
Portland 97203
(OR PU)

Willamette University College
of Law Library
Winter & Ferry Streets S.E.
Salem 97301
(OR SAW-L)

ALPHABETICAL LIST OF SYMBOLS WITH LIBRARY NAMES

OR	Oregon State Library, Salem
OR BG	Oregon Graduate Center, Beaverton
OR BP	Oregon Regional Primate Center, Beaverton
OR BPA	Bonneville Power Administration
OR BT	Tektronix, Inc., Beaverton
OR CS	Oregon State University, Corvallis
OR ESB	U.S. Environmental Protection Agency Library, Corvallis
OR FP	Pacific University, Forest Grove
OR HP	Hewlett-Packard, Corvallis
OR KT	Oregon Institute of Technology, Klamath Falls
OR LAB	Northwest Regional Educational Laboratory, Portland
OR LAMB	Lamb-Weston, Portland
OR P	Library Association of Portland, Portland
OR PCP	Precision Castparts Corporation, Portland
OR PEH	Emanuel Hospital, Portland
OR PGE	Portland General Electric, Portland
OR PPL	Pacific Power & Light Co., Portland
OR PPS	Portland Public Schools Professional Library, Portland
OR PS	Portland State University
OR PU	University of Portland, Portland
OR RAD	Radar Companies, Portland
OR RG	Eugene-Register Guard, Eugene
OR SAW-L	Willamette University School of Law
OR SPEARS	Spears, Lubersky, Campbell & Bledsoe, Portland
OR U	University of Oregon, Eugene
OR U-M	University of Oregon Health Sciences Center, Portland
WA CZ	Crown Zellerbach Corp., Camas

GENERAL LIBRARY MANAGEMENT

Altman, Ellen, and Larson, William P. Manual on the New Measures of Library Effectiveness. Wheeling, IL: North Suburban Library System, 1974. 38 p.

American Library Association. Bookdealers-Library Relations Committee. Guidelines for Handling Library Orders for Serials and Periodicals. (Acquisitions Guidelines No. 2) Chicago, IL: American Library Association, 1974. 16 p.

OR 025.2
OR P 025.2/A512g
OR U Z689/.A57

Arnold, Denis V. Management of the Information Department. Boulder, CO: Westview, 1977. 143 p.

OR
OR U-M Ag513/A753m/1977

Atherton, Pauline, and Christian, Roger W. Librarians and Online Services. White Plains: Knowledge Industry Publications, 1977. 124 p.

OR
OR FP
OR PPS 025.3028/ATH
OR PU
OR U-M

Baeckler, Virginia, and Larson, Linda. GO, PEP, and POP!: 250 Tested Ideas for Lively Libraries. New York: UNABASHED Librarian, 1976.

OR P 021.7/B139g
OR U Z716.3/.B33

Batten, William, E., ed. Handbook of Special Librarianship and Information Work. 4th ed. London: Aslib, 1975. 430 p.

OR PPL 026/AS39h2 (2d ed., 1962)
OR RAD
OR U Z675/.A2/A75/1975
OR U-M Z665/H236/1975

Bernhard, Genore H. How to Organize and Operate a Small Library; a Comprehensive Guide to the Organization and Operation of a Small Library for Your School, Church, Law Firm, Business, Hospital, Community, Court, Historical Museum or Association. Rev. ed. Fort Atkinson, WI: Highsmith Company, 1978. 47 p.

OR 027.4 (1975)
OR LAMB
OR U Z670/B47 (1975)

Bloomberg, Marty. Introduction to Public Services for Library Technicians. 2d ed. Littleton, CO: Libraries Unlimited, 1977. 278 p.

OR 025.5
OR P 025.5/B655i/1977
OR U Z711/.B63 (1972)

Boss, Richard W. The Library Manager's Guide to Automation. White Plains, NY: Knowledge Industry Publications, 1979. 106 p.

Carpenter, Ray L. Statistical Methods for Librarians. Chicago, IL: American Library Association, 1978. 114 p.

OR FP
OR PEH
OR PU
OR U-M

Chirgwin, F.J., and Oldfield, P. The Library Assistant's Manual. Hamden, CT: Linnet, 1978. 118 p.

OR 023.5/CHIRGWI

Christianson, Elin B. Paraprofessional and Nonprofessional Staff in Special Libraries (SLA State of the Art Review, no. 2). New York: Special Libraries Association, 1973. 70 p.

OR 023.5
OR PPL 023.5/C462p
OR U Z682/.538

Cohen, Aaron, and Cohen, Elaine. Designing and Space Planning for Libraries. New York: Bowker, 1979. 250 p.

OR 022.3
OR BT Z679.5/.C64
OR U Z679.5/.C64

Davis, Charles H., and Rush, James E. Guide to Information Science. Westport, CT: Greenwood Press, 1979. 305 p.

OR 029.7
OR PCP

Evans, G. Edward. Management Techiques for Librarians. New York: Academic Press, 1976. 270 p.

OR PEH

Fisher, Eva Lou. A Checklist for the Organization, Operation, and Evaluation of a Company Library. 2d rev. ed. New York: Special Libraries Association, 1966. 61 p.

OR 026 FISHER
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OR U Z675/F3/F5

Gough, Chet, and Srikantaiah, Taverekere. Systems Analysis in Libraries, a Question and Answer Approach. Hamden, CT: Linnet Books, 1976. 158 p.

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OR FP

Grosch, Audrey N. Minicomputers in Libraries, 1979-80. White Plains, NY: Knowledge Industry Publications, 1979. 142 p.

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Harrod, Leonard M. The Librarian's Glossary of Terms Used in Librarianship, Documentation and the Book Crafts, and Reference Book. 4th rev. ed. Boulder, CO: Westview Press, 1977. 903 p.

OR FP REF Z1006/.H32/1977
OR U HUM Z1006/.H32/1977

Harvey, Joan M. Specialised Information Centres. Hamden, CT: Linnet Books, 1976. 112 p.

OR U Z674.4/H37/1976

Hoffman, Herbert H. Simple Library Bookkeeping. Santa Ana, CA: Headway Publications, 1977. 30 p.

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Hoffman, Herbert H. Small Library Cataloging. Santa Ana, CA: Headway Pub., 1977. 213 p.

OR
OR P 025.3/H699s
OR U Z693/H64

Houghton, Bernard, and Convey, John. On-line Information Retrieval Systems; an Introductory Manual to Principles and Practice. Hamden, CT: Linnet Books, 1977. 160 p.

OR BG Z699.3/.H68/1977
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Jackson, Eugene B., ed. Special Librarianship: a New Reader. Metuchen, NJ: Scarecrow Press, 1980. 773 p.

Kent, Allen, and Lancour, Harold, eds. Encyclopedia of Library and Information Science. New York: Marcel Dekker, 1968-80. Vols. 1-29.

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OR BPA Z1006/E5
OR CS Z699/E5/R HUM
OR P R020.3/E56
OR PS Z1006/E57
OR PU Z1006/E57
OR U Z1006/.E57

Kies, Cosette. Problems in Library Public Relations. New York: Bowker, 1974. 179 p. (Bowker series in problem-centered approaches to librarianship, no. 6)

OR PPS 021.7/KIE

Kiewitt, Eva L. Evaluating Information Retrieval Systems; the PROBE Program. Westport, CT: Greenwood Press, 1979. 168 p.

OR PCP

Kim, Ung Chon. Policies of Publishers; a Handbook for Order Librarians. Metuchen, NJ: Scarecrow, 1978 ed. 146 p.

OR BG Ref Z475/.K55

Lancaster, F.W., and Cleverdon, C.W., eds. Evaluation and Scientific Management of Libraries and Information Centres. Leyden, Netherlands: Noordhoof, 1977. (Proceedings of the NATO Advanced Study Institute on the Evaluation and Scientific Management of Libraries and Information Centres, Bristol, U.K. Aug. 17-29, 1975. NATO Advanced Study Institutes' Series, Series E: Applied Science, no. 18) 184 p.

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OR U Z678.85/.N37/1975

Lewis, Chester M. Special Libraries: How to Plan and Equip Them. New York: Special Libraries Association, 1963. 117 p. (SLA monograph #2)

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OR BP Z675/L67/1963
OR BT Z675/A2L4
OR P 026/L67s
OR PGE Z675/A2L4
OR PPL 026/L585s
OR U Z679/.A2/L4

Lowell, Mildred H. The Management of Libraries and Information Centers. Metuchen, NJ: Scarecrow Press, 1968-71. 4 v.

OR 0251.1
OR CS Z678/L65
OR KT Z678/L65
OR P 025/L91m
OR PS Z678/L65
OR PU Z678/L65
OR U Z678/L65

Malinconico, S. Michael, and Fasana, Paul J. The Future of the Catalog: the Library's Choice. White Plains, NY: Knowledge Industries Publications, 1979. 134 p.

OR
OR FP
OR PPS 025.3028/MAL

Meadow, Charles T. The Analysis of Information Systems. 2d ed. Los Angeles: Melville Pub. Co., 1973. 420 p.

Meltzer, Morton F. The Information Center: Management's Hidden Asset. New York: American Management Association, 1967. 160 p.

OR 027.69 MELTZER
OR HP
OR KT Z674.5/A2M4
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OR U-M Z679.5/B65/1972

Myers, Gerald E. Insurance Manual for Libraries. Chicago: American Library Association, 1977. 64 p.

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Powell, Judith, and LeLieuvre, Robert B. Peoplework: Communications Dynamics for Librarians! Chicago: American Library Association, 1979. 190 p.

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Prentice, Ann E. Strategies for Survival: Library Financial Management Today. New York: Library Journal (Bowker), 1978. 56 p. (LJ Special Report #7)

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OR	022.3
OR BT	Z679.5/C64
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Tedd, Lucy A. An Introduction to Computer-based Library Systems. New York: Heyden, 1978. 208 p.

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Thompson, Godfrey. Planning and Design of Library Buildings. London: The Architectural Press, 1973, and New York: Van Nostrand Reinhold, 1974. 183 p.

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Archive-Library Relations, ed. by Robert J. Clark, Jr. New York: Bowker, 1976 216 p.

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Cave, Roderick. Rare Book Librarianship. Hamden, CT: Linnet Books, 1976. 168 p.

OR
OR P 025.171/C378r
OR U Z688/.R3/C38
OR U-M Z688.R3/C37r/1976

Coker, C.F.W. Basic Manuals on Archives and Manuscripts. Chicago: Society of American Archivists, 1977. Set of 5 manuals.

OR

Cook, M. Archives Administration: a Manual for Intermediate and Smaller Organizations and for Local Government. Fokestone, England: Dawson Pub., 1977. 258 p.

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OR PPS 025.171/COO
OR PS CD950/C66
OR U-M CD950/C771a/1977

Emmison, F.G. Introduction to Archives. Tolowa, NJ: Roman, 1978. 51 p.

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Hodson, John Howard. The Administration of Archives. New York: Pergamon Press, 1972. 217 p. (Reprinted in 1974)

OR PPS 025.17/HOD

Holbert, Sue E. Archives and Manuscripts, Reference and Access. Chicago, IL: Society of American Archivists, 1977. 30 p.

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Jenkinson, Hilary. Manual of Archive Administration. London: P. Lund, Humphries, 1937. 256 p. (Reprinted in 1965 by Transatlantic)

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OR PU CD950/J4/1937
OR U CD950/.J4/1937
OR U-M CD950/J52m/1937 (1965)

Lytle, Richard H., ed. Management of Archives and Manuscript Collections for Librarians. Chicago: Society of American Archivists, 1975. 127 p. (Reprinted from Drexel Library Quarterly, January, 1975)

OR PPL 025.171/L989m

Rath, Frederick L., Jr., and O'Connell, Merrilyn Rogers, eds. Care and Conservation of Collections. Rosemary S. Reese, comp. Nashville, TN: American Association for State and Local History, 1977. 107 p.

OR 016.973/RATH
OR U-M

Schellenberg, Theodore R. Modern Archives: Principles and Techniques. Chicago: University of Chicago Press, 1975. 297 p. (Reprint of 1956 ed.)

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OR CS CD95/S3
OR P RO25.171/S32m/1956
OR PPS 025.17/SCH
OR PS CD950/S3
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Schellenberg, Theodore R. The Management of Archives. New York: Columbia University Press, 1965. 383 p. (Columbia University Studies in Library Service, no. 14)

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OR BP Z688/532/1965
OR U CD 950/.S29

Thompson, Enid T. Local History Collections: a Manual for Librarians. Nashville, TN: American Association for State and Local History, 1978. 99 p.

OR 026.978882 Thompso
OR CS Z688/L8/T48
OR FP Z688/L8/T48
OR P 026.97/T4691
OR PU Z688/L8/T48
OR U Z688/L8/T48

Williams, John C., ed. Preservation of Paper and Textiles of Historic and Artistic Value. Washington, D.C.: American Chemical Society, 1977. 403 p. (Advances in Chemistry Series, no. 164)

OR
OR CS QD1/A3/no. 164
OR P RO25.84/P933
OR PS QD1.A355 no. 164
OR U Z701/.P7

THE ARTS

Bradley, Carol June, ed. Manual of Music Librarianship. Ann Arbor: Music Library Association, 1966. 140 p.

OR 026.78
OR PPS 026.78/M98M
OR U ML111/.B8

Broxis, Peter F. Organizing the Arts. Hamden, CT: Anchor Books, 1968. 132 p.

OR 026.7
OR PU Z67/A85B7
OR U Z675/.A85/B7

Calderhead, Patricia, ed. Libraries for Professional Practice. London: Architectural Press, 1972. 127 p.

OR P
OR U Z675/.A83/C34

Collins, Marcia R., and Anderson, Linda M. Libraries for Small Museums. 3d ed. Columbia, MO: University of Missouri Museum of Anthropology, 1977. 48 p. (Miscellaneous publications in anthropology, volume 4)

OR 026.069/ANDERSON (2nd ed. 1975)
OR PS E151/M87/no. 7/1972 (1st ed.)

Corbett, Edmund V. Illustrations Collection: Its Formation, Classification and Exploitation. Ann Arbor: Gryphon Books, 1971. 158 p. (Reprint of 1941 ed.)

OR PU Z717/C78 (1941)

Pacey, Phillip. Art library manual: a Guide to Resources and Practice. New York: Bowker, 1977. 423 p.

OR
OR P 026.7/A785
OR PS Z675.A85/A79
OR U A & AA Z675/A85/A79

Redfern, Brian. Organising Music in Libraries. Hamden, CT: Linnet Books, 1978-79. 2 vols. (Vol. 1: Arrangement and Classification. Vol 2: Cataloging)

OR 025.3/1966 ed.
OR P 025.3/R31o/1966
OR PU ML111/R4/1978
OR U HUM ML/111/.R4 (1978)

BUSINESS

Campbell, Malcolm J., ed. A Manual of Business Library Practice. Hamden, CT: Linnet Books, 1975. 186 p.

OR 027.69 MANUAL
OR PS Bus/Econ Z675/.B8M35/1975
OR U Soc Sci Z675/.B8/M35/1975

Hedlin, Edie. Business Archives: An Introduction. Chicago: Society of American Archivists, 1978. 28 p.

OR

Hoffman, Herbert H. Alphanumeric Filing Rules for Business Documents. Santa Ana, CA: Headway, 1977. 118 p.

OR
OR P 651.5/H699a
OR RAD

Perlman, Mark, ed. The Organization and Retrieval of Economic Knowledge. Proceedings of a conference held by the International Economic Association at Kiel, W. Germany, 1975. Boulder, CO: Westview Press, 1977. 520 p.

OR U Z675/.E25/073

CHURCH AND SYNAGOGUE

Dotts, Maryann J. The Church Resource Library: How to Start it and Make it Grow. Nashville: Abingdon Press, 1975. 47 p.

John, Erwin E. Key to a Successful Church Library. Rev. ed. Minneapolis: Augsburg Publishing House, 1967. 47 p.

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OR PU Z675/C5J6
OR U 027.67/J613

Kohl, Rachel, and Rodda, Dorothy, compilers. Church and Synagogue Library Resources. 3d ed. Bryn Mawr, PA: Church and Synagogue Library Association, 1979. 13 p.

OR

Kortz, Margaret B. Audio-Visual Materials in the Church Library: How to Select, Catalog, Process, Store, Circulate and Promote. Riverdale, MD: Church Library Council, 1977. 102 p.

Newton, LaVose. Church Library Handbook. Rev. ed. Portland, OR: Multnomah Press, 1972. 67 p.

OR 027.67
OR PU Ref Z675/A85/P3

Smith, Ruth S. Cataloging Made Easy: How to Organize Your Congregation's Library. New York: Seabury Press, 1975. 263 p.

OR 025.3
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Standards for Church and Synagogue Libraries. Bryn Mawr, PA: Church and Synagogue Library Association, 1977. 20 p.

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Harleston, Rebekah M., and Stoffle, Carla J. Administration of Government Collections. Littleton, CO: Libraries Unlimited, 1974. 178 p.

OR 025.173
OR P 025.1734/H284a
OR PS Docs Z7164.67/H37/1978 2nd ed.
OR PU Z7164.G7/H37
OR U Docs Z7164.G7H37
OR U-M Z692.G7/H28/1974

Nakata, Yuri, and others, compilers. Organizing a Local Government Document Collection. Chicago: American Library Association, 1979. 61 p.

OR 025.173
OR CS Z688/G6/N35
OR P 025.173/N1630
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HANDICAPPED

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OR 027.63
OR CS 2711.92/.S6/L52
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